

Retention and Classification Report

Agency: Ogden School District (Utah). Dee Elementary School (2500)

550-22nd Street
Ogden, UT 84401
801-737-8100

Records Officer

11671 Daily attendance report
11670 Daily lunch, breakfast, and deposit reports
11679 Weekly roll sheets

AGENCY: Ogden School District (Utah). Dee Elementary School

SERIES: 11671

4

TITLE: Daily attendance report

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by student name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Daily computer reports of students absent or tardy, include date, identification number, student name, grade, telephone number, whether absent or tardy, and total days.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the school.

AGENCY: Ogden School District (Utah). Dee Elementary School

SERIES: 11671

TITLE: Daily attendance report

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. telephone number and social security number

AGENCY: Ogden School District (Utah). Dee Elementary School

SERIES: 11670

4

TITLE: Daily lunch, breakfast, and deposit reports

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by student lunch number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Three separate computer reports of daily transactions of student meal deposits, run after breakfast, lunch, and whenever students make deposits, used to verify student account balances and to determine whether a student ate a meal on a particular date. School submits monthly report with deposits to the District Office. Include student name, lunch number, student balance, money deposited (on deposit reports) and number of daily meals served.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete provided information is transferred to diskette.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

AGENCY: Ogden School District (Utah). Dee Elementary School

SERIES: 11670

TITLE: Daily lunch, breakfast, and deposit reports

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the audit needs expressed by the school.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden School District (Utah). Dee Elementary School

SERIES: 11679

4

TITLE: Weekly roll sheets

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Weekly sheets are temporary rolls maintained by teachers indicating daily attendance and information entered into the computer. Include date, identification number, student's name, grade, telephone number, whether absent or tardy, teacher's name and course number.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the school.

AGENCY: Ogden School District (Utah). Dee Elementary School

SERIES: 11679

TITLE: Weekly roll sheets

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. telephone number